



City of Hollister  
**DEVELOPMENT SERVICES  
DEPARTMENT**  
375 Fifth Street  
Hollister, CA 95023  
(831) 636-4360 Fax  
(831) 636-4364

## **SITE PLAN GUIDELINES AND REQUIREMENTS FOR LARGE FAMILY HOME CARE HOMES** *(A maximum of 14 children)*

*Please read and follow these guidelines carefully*

Please prepare eight (8) sets of plans, one application and other required information listed below and return them to the Development Services Department office. The checklist provided is intended to aid applicants in providing the required information to determine the completeness of your application. Plans that do not provide all of the necessary data from the checklist, in the required order, will be considered incomplete and returned for revision. Plans will only be accepted for processing if they are complete, clean and easy to read. All plan sets must consist of the following:

### **SHEET #1 SITE FLOOR PLANS**

- ☐ DATA TABLE to include:
  - ☐ Name and phone numbers of applicant and property owner
  - ☐ Address of large family child care home
  - ☐ Assessor's parcel number
  - ☐ Parcel(s) size
- ☐ Location of all existing structures on the parcel such as residence, garage, tool sheds or other accessory structures
- ☐ Total number of existing on-site parking spaces. Examples of this include available parking spaces in the driveway, carports and garages.
- ☐ All project site property lines including dimensions
- ☐ Uses of adjacent properties within 100 feet of the project site (*Residential, Commercial, Industrial*)
- ☐ A floor plan of the residence along with identifying the location where the majority of the day care operations will take place (*You may use the same floor plan submitted to the Fire Department*)
- ☐ Total square footage of the residence
- ☐ A photograph of the residence frontage
- ☐ Identify two exits in case of an emergency, one may be a sliding door
- ☐ Identify the location of all smoke detectors in the house
- ☐ Location of a fire alarm system to include a pull station with a horn and strobe (*For details, contact the Fire Captain on Duty with City Fire Department at (831) 636-4325*)
- ☐ Location of a mounted fire extinguisher

## **OTHER REQUIREMENTS**

- ❑ One copy of the Family Day Care license from the California Department of Social Services which illustrates the applicant's name, address and maximum capacity of children that can be cared for
- ❑ Proof of home ownership such as a copy of recent tax bill, a San Benito County Assessor's Tax Statement, or a Preliminary Title Report, which identifies the property owner.
- ❑ A list of the property owners within 100 feet of the residence boundaries.
  1. This list shall be the latest and updated list from the County Assessor's Office roles (*County Assessors office is located at 440 Fifth St. (831) 636-4030. Planning staff can also help you with this information.*)
  2. This list must include the names, mailing addresses and assessors parcel numbers of the surrounding property owners within 100 feet of the home
- ❑ Pre-labeled and stamped envelopes with these property owner's names, mailing addresses and assessors parcel numbers
- ❑ A public hearing at a Planning Commission meeting will be set up for any neighboring property owner wanting to address the Large Family Child Care project.

***To ensure project completeness, please make sure this application, eight (8) site plans and supporting documents are submitted in the order requested. Staff will be happy to review the application and a draft site plan prior to making eight (8) copies. If you have any questions or need help with this process, please call (831) 636-4360.***



CITY OF HOLLISTER  
DEVELOPMENT SERVICES DEPARTMENT  
375 FIFTH STREET  
HOLLISTER CA 95023  
(831) 636-4360 (831) 636-4364 (FAX)

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## **LARGE FAMILY HOME CARE APPLICATION**

*(Permits for Large Family Home Care Homes are only required within R-1  
Residential Single Family Zoning Districts)*

**Please read and complete this application form carefully for this  
administrative approval. The application fee is \$200.00.**

**1. Applicant(s):** \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_

**2. Property Owner(s):** \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_

**3. Property Location:** \_\_\_\_\_

**4. Assessor Parcel Number(s):** \_\_\_\_\_

*(This information can be found on your tax bill or planning staff can also help you)*

**5. Size of Property** (acres or square feet): \_\_\_\_\_

**6. Zoning District:** \_\_\_\_\_

*(If you don't know the zoning of your property, planning staff can help you)*

**7. Describe the proposed project** *(Large family child care services for up to 14 children out of the home):* \_\_\_\_\_

**8. Maximum number of children applicant is licensed to care for:** \_\_\_\_\_

(The number of children the Family Day Care License states you can care for)

9. Number of Employees \_\_\_\_\_ Days of Operation \_\_\_\_\_  
Hours of Operation \_\_\_\_\_ Number of on-site parking spaces (Can  
include garage parking spaces and driveway) \_\_\_\_\_

10. Present Use of Adjoining Properties (State Residential, Commercial, Industrial, School or  
Park):  
North \_\_\_\_\_ South \_\_\_\_\_  
East \_\_\_\_\_ West \_\_\_\_\_

11. Will the garage be converted to support family child care services? \_\_\_\_\_  
Is the garage already converted? \_\_\_\_\_  
If so, when was the garage converted? \_\_\_\_\_  
Was a building permit for a garage conversion obtained from the Building Department?  
\_\_\_\_\_ If so, what was the building permit number? \_\_\_\_\_

12. **Certification:** The facts, maps and documents submitted herewith are true, correct and  
accurate to the best of my knowledge. If the request is granted, I (we) agree that the provisions of City  
and State Law will be complied with and the conditions, if any, upon which the permit is granted will  
be carefully observed.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant's Signature

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**Staff Use Only**

Received by: \_\_\_\_\_ Date: \_\_\_\_\_  
Fees

Application \_\_\_\_\_  
Environmental Review \_\_\_\_\_  
Other \_\_\_\_\_  
**Total** \_\_\_\_\_

Application Number \_\_\_\_\_

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The Development Services Department staff appreciates your effort to complete this application.  
If you have questions or comments, please contact our staff at (831) 636-4360

## SAMPLE SITE FLOOR PLAN FOR LARGE FAMILY HOME CARE HOMES

**Applicant:** Your Name & Phone #

**Property Owner:** Yours or their name & phone #

**Project Site Address:** Your street address

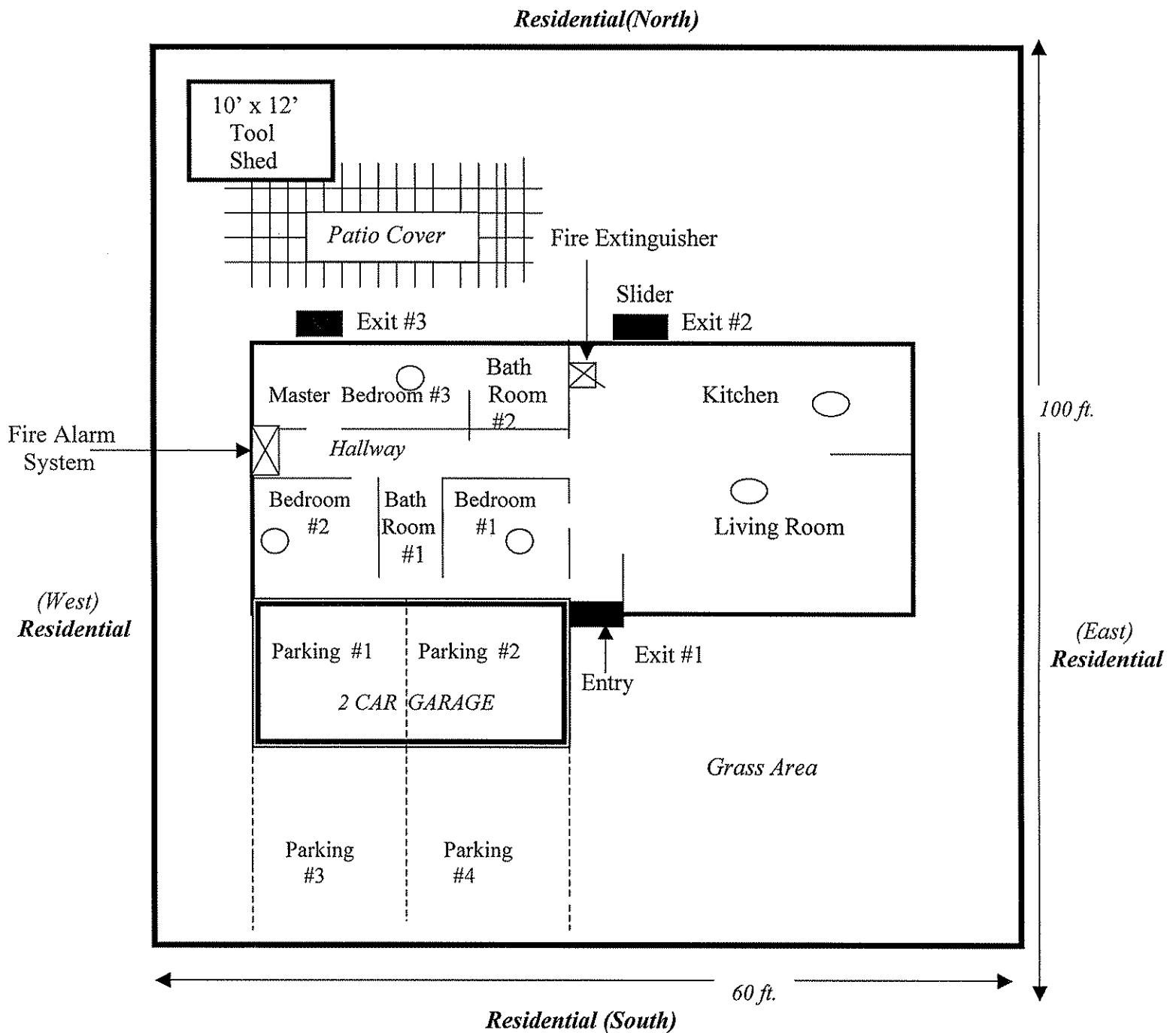
**Assessor's Parcel Number:** #000-000-000

**Parcel Size:** 6,000 square feet (60' x 100')

**House Size:** 1,100 sq. ft. **Garage Size:** 400 sq. ft.

**Zoning:** R-1 Residential Single Family

**Smoke Detectors** = 



## **GARAGE CONVERSIONS FOR LARGE FAMILY HOME CARE HOMES**

If you are interested in converting your existing garage into a playroom, living room, bedroom or a family room to conduct your child care activities or for your own personal use, you are able to do so as long as you obtain a building permit. The permit process takes 2 weeks and the permit fee can range anywhere from \$150 to \$225. For more information on the Garage Conversion application, site plan requirements and process, please contact the Building Department at (831) 636-4355.

## REQUIREMENTS FOR A LARGE FAMILY DAYCARE

### U.B.C. CLASSIFICATION R-3, 8-14 CHILDREN

1. Large Family Day Care (LFDC) home shall be equipped with single station residential type, smoke detector(s), which are approved by the state Fire Marshal. The enforcing authority, Hollister City Fire Department, Title 24, Sections 2-1218©, shall determine the number and placement of the detector(s).
2. LFDC homes shall be equipped with a portable fire extinguisher having, a minimum rating of 2A. 10BC. Title 24, Sections 2-1218(d). Extinguisher to be mounted in a conspicuous location out of reach of children.
3. LFDC homes shall provide and maintain a device or devices suitable for sounding a fire alarm. Such devices shall be attached to the structure and may be of any type acceptable to the enforcing authority, provided it is distinctive in tone and audible throughout the structure. Title 24 Sections 2-1218 (e) Hollister City Fire Department recommends a loud, distinctive device, which can be permanently attached to a wall.
4. Flammable liquids shall be stored in private garage or another area outside the structure in an area inaccessible to children. Amount shall be limited to less than five (5) gallons (for maintenance purposes). Title 24 Section 2-1212: UFC Sections 79.201 (e).
5. A: Every unenclosed gas fired water heater or furnace which is within the area used for childcare in a LFDC home shall be protected in such a way as to prevent children from making contact with exception: This does not apply to kitchen stoves or ovens.  
  
B: Gas fired water heaters and furnaces shall be permanently installed and properly vented. Title 22 Sections 102417 (g-2)
6. A: In wood frame, residential type structures, rooms used for daycare purposes shall not be located above the first floor. Title 24 Sections 2-1234 (b)  
  
B: Where children of less than five (5) years of age are, any stairs are to be fenced or barricaded. Title 22 Sections 102417 (3)
7. LFDC shall provide a written fire drill and evacuation plan, a plot plan of structure showing escape routes and will provide a record of fire Drills, which are to be held at least once every month. Title 22 Sections 102417.

INFORMATION:                      MAXIMUM NUMBER OF CHILDREN IN HOME WITH:

1 Provider:	8 Children (2 can be infants)
2 Providers:	14 Children in total (4 of which can be infants)

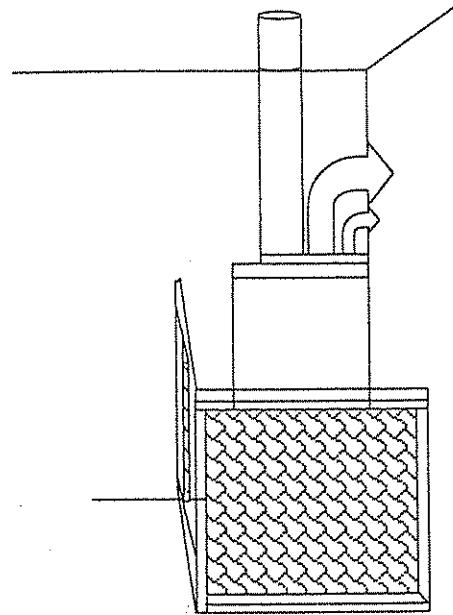
# INSPECTION CHECKLIST FOR LARGE FAMILY DAYCARE

1. Provide two exits; one may be a sliding door.
2. Daycare rooms should be on the first floor.
3. If the basement is used for daycare, it must have an outside exit.
4.
  - A) Exit doors must open without a key or special effort
  - B) Exit doors cannot have chains or slide bolts.
  - C) Only recommended deadbolts are allowed.
5. Install approved smoke detectors in all daycare areas.
6. Install a fire alarm, such as a pull station with a horn and strobe.
7. Install a fire extinguisher with the minimum rating of 2A-10BC, with a current State Fire Marshals service tag.
8. Enclose gas fired water heaters and furnaces.
9. Storage and use of more than five (5) gallons of flammable liquids requires a permit.
10. Self-closing doors between the home and an attached garage is a must.
11. Address must be posted and visible from the street. Numbers must be six inches or larger.
12. An electronic eye must protect automatic garage doors if the children have access.

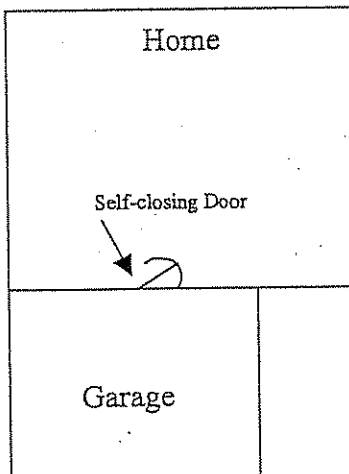


## SAFETY

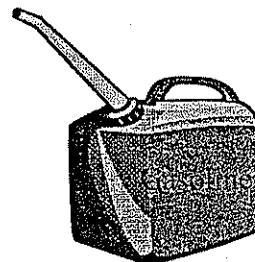
Enclose gas-fired water heaters or furnaces in the daycare area to keep children from touching or playing with these appliances.



If your home has an attached garage door between the inside of the home and the inside of the garage, the door must be equipped with a device such as a spring loaded hinge which will cause that door to close automatically.

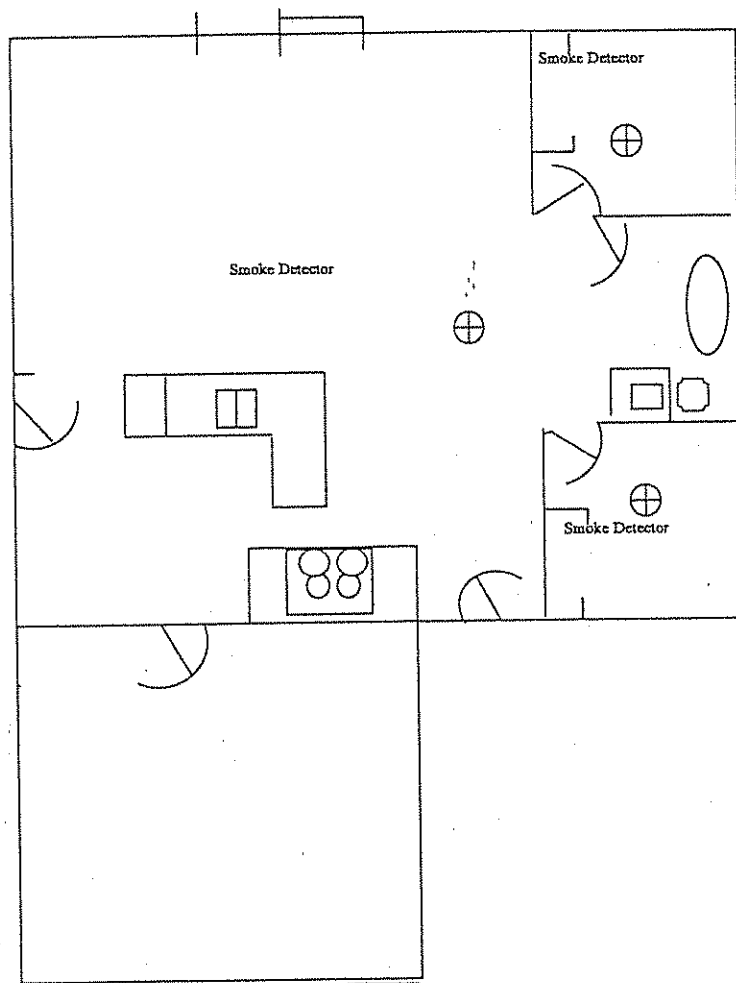


Storage and use of more than 5 gallons of gas or other flammable liquid requires a flammable liquid permit.



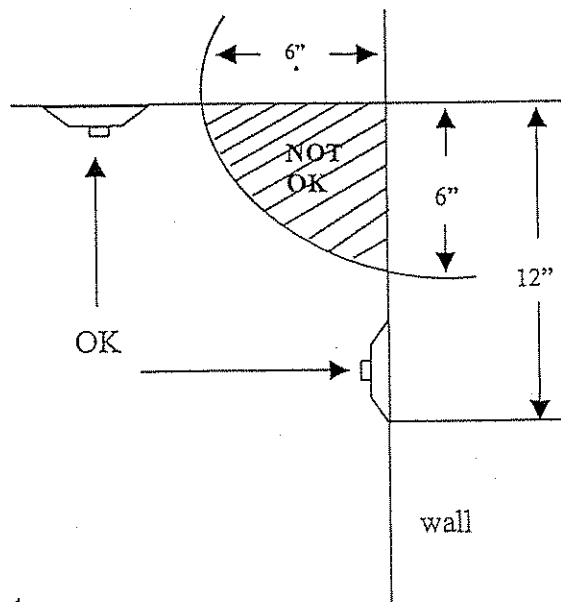
# SMOKE DETECTORS

Provide a residential type smoke detector approved by the State Fire Marshal, for all areas occupied by the children.



If the children will be in a room such as a bedroom or playroom that can be shut off by a door, that room needs a smoke detector.

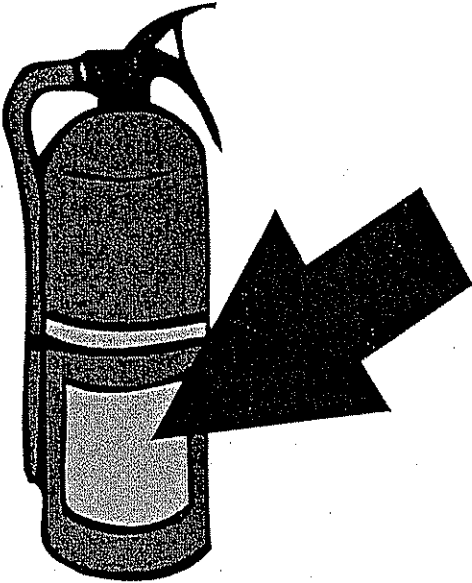
The smoke detector should be mounted on the ceiling. Do not mount closer than six (6) inches to the corner of the ceiling and the wall. In special cases where the smoke detector must be mounted on the wall, do not mount closer than six (6) inches to the ceiling or further than twelve (12) inches away.



## FIRE EXTINGUISHER

Provide a fire extinguisher with rates at least 2A-10BC and be sure to install it correctly. Your fire extinguisher needs to be serviced yearly by a licensed serviceman and must have a State Fire Marshal Service tag.

Fire extinguisher rating/classification such as 2A-10BC, may be found next to the (UL) label.



Mount the extinguisher no higher than five feet  
Near the kitchen but not right next to the stove.

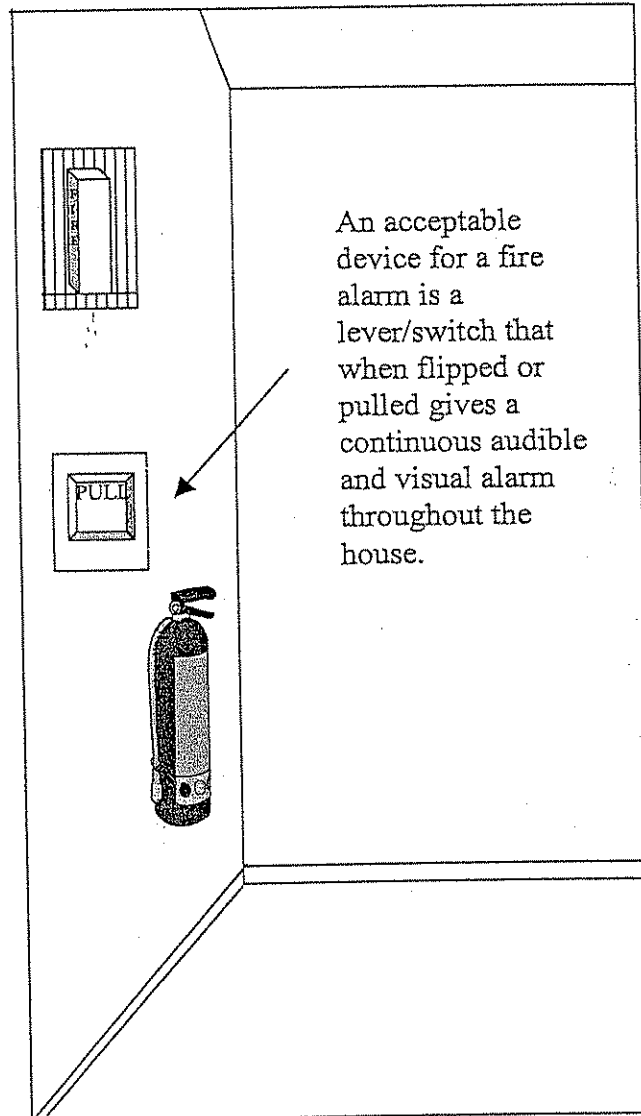
### Common Mistakes

1. Fire extinguisher not serviced annually.
2. Fire extinguisher too small for example 1A-10BC
3. Extinguisher not mounted.
4. Extinguisher mounted too close (less than 5 feet) to the stove.



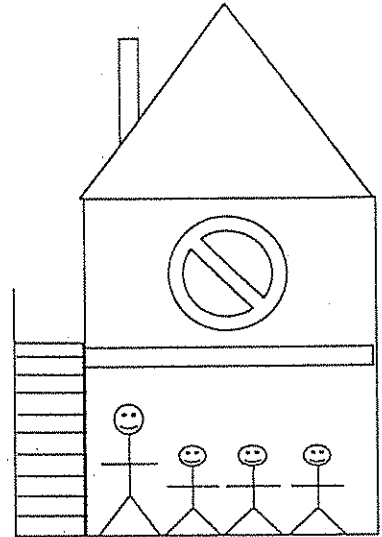
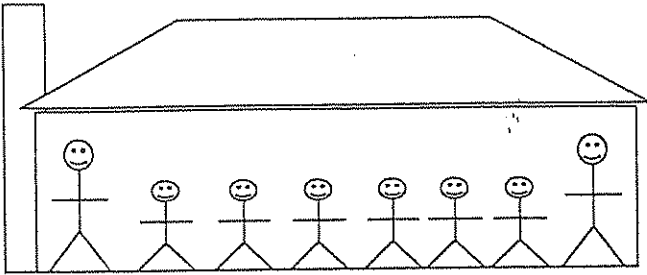
## FIRE ALARM

Provide and maintain a device suitable for sounding a fire alarm.  
Mount the device on the wall at eye level.

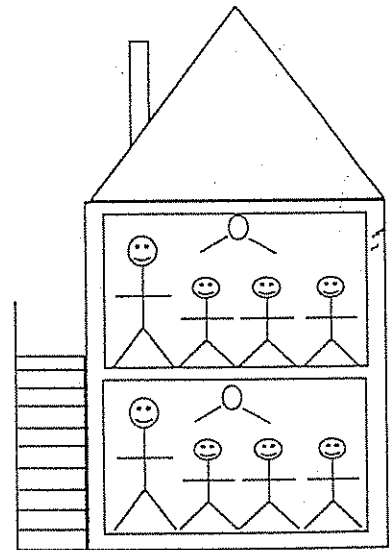
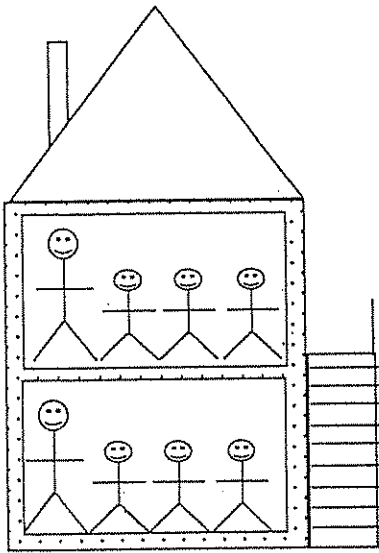


## EXIT AND SPACE REQUIREMENTS:

Rooms used for daycare must be on the first floor.  
DO NOT use second floor.



EXCEPT:



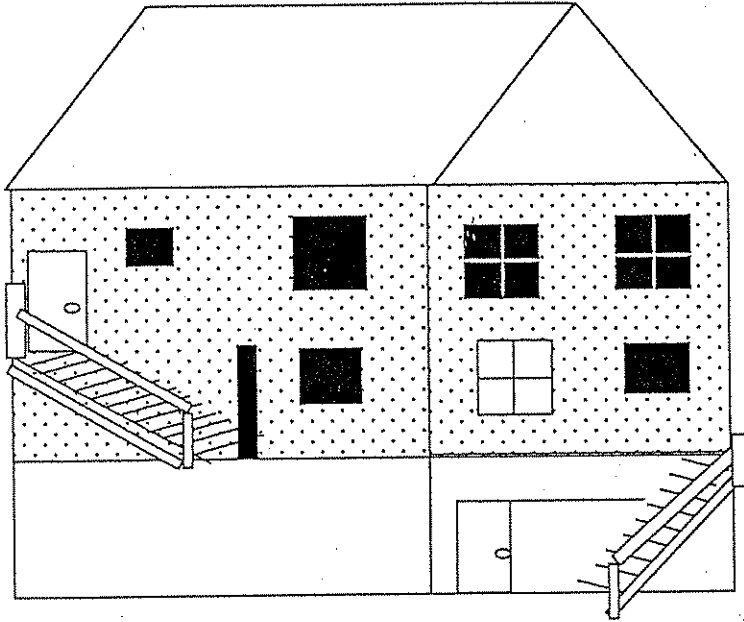
In concrete, fire resistant buildings  
with an outside stairway.

or

In buildings provided with an  
automatic fire sprinkler system  
throughout and with an outside  
stairway.

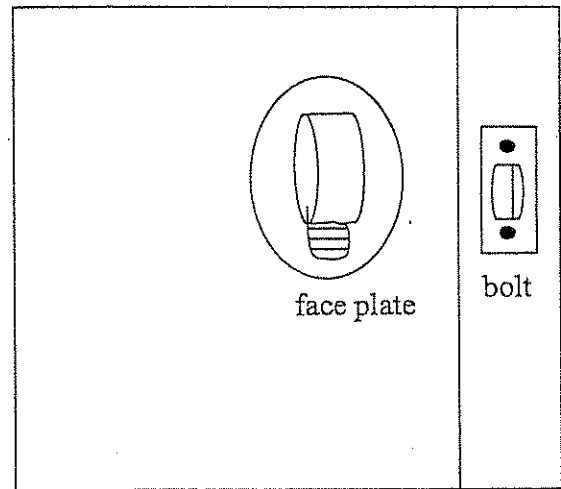
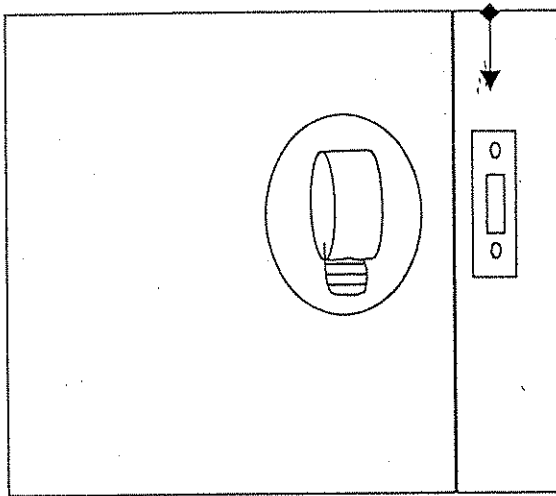
## EXIT AND SPACE REQUIREMENTS:

(Continued)

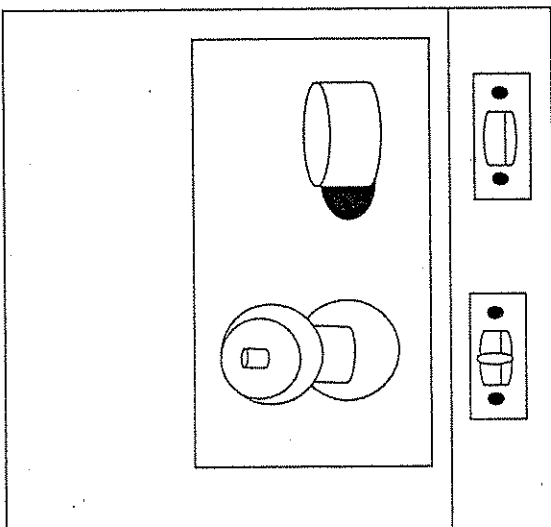


In buildings where basements or the second floors are used for daycare, one of the two exits is required directly outside without entering the first floor.

When required to remove the deadbolt from the exit door, you may remove the bolt and leave the face-plate.

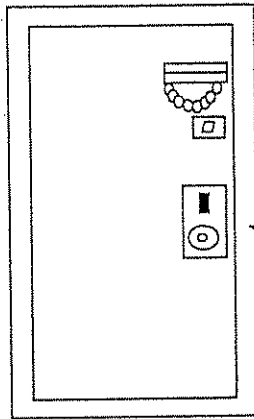


If the deadbolt security is desired, the pictured type is available locally. Unlike ordinary deadbolt locks, this deadbolt lock set is made to release both locks when the handle is turned.



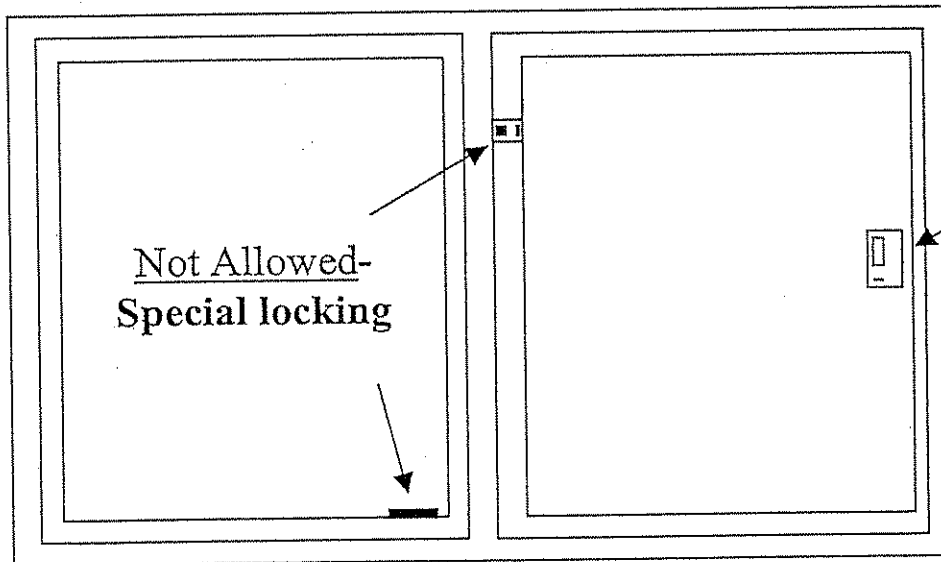
There are locks available for purchase that represent a type that satisfies the lock requirement and according to the manufacturers, provide greater security than a regular doorknob. The Hollister Fire Department makes no recommendation as to brand or product. Consult the store or locksmith of your choice for further information. Some brand names are KwikSet, Weiser and Schlage.

LOCKS NOT CONFORMING TO  
STATE REGULATIONS MUST  
BE REMOVED



Not Allowed-Chain, slide bolt, special  
locking device or deadbolt.

Allowed-Regular doorknob, turning the  
doorknob from the inside releases the  
lock.

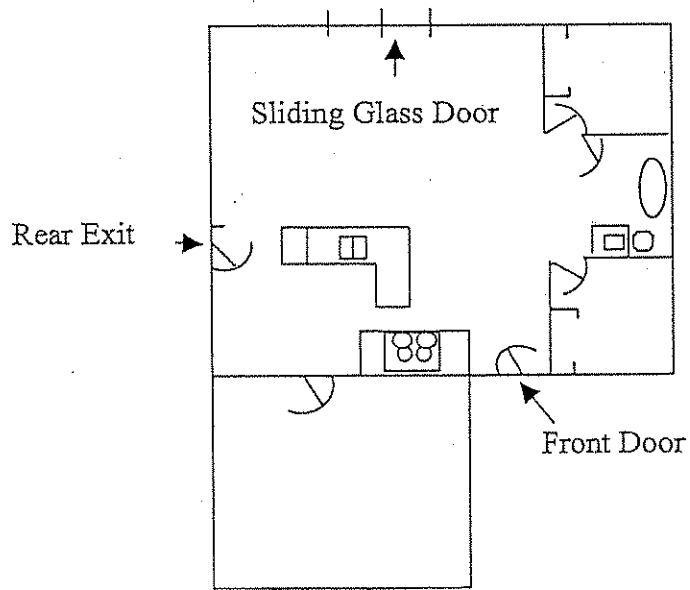
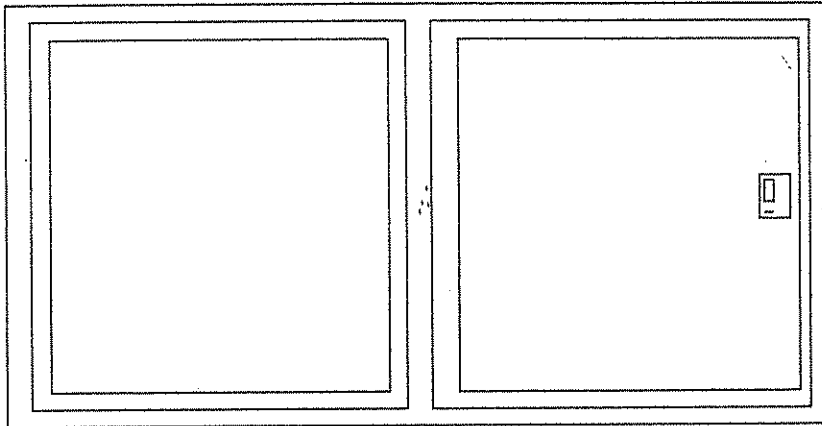


Allowed-Manufacturers  
locking hardware only.



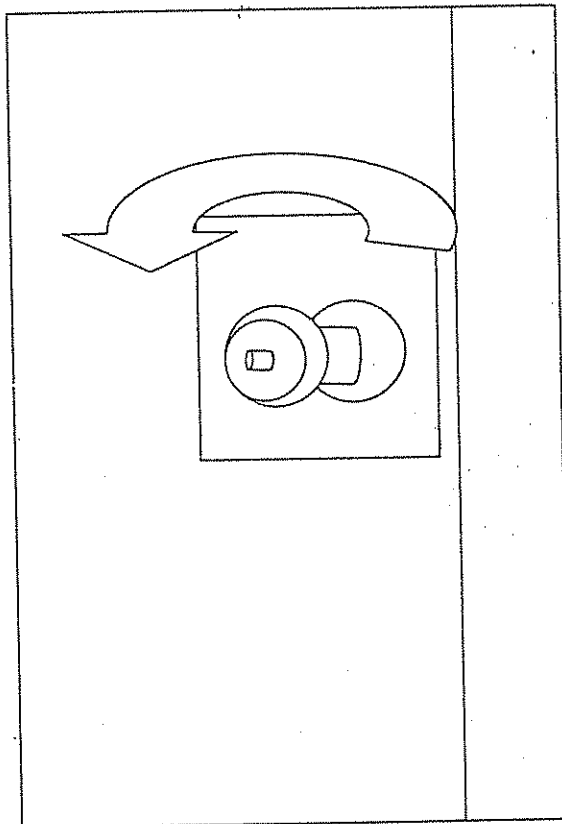
## TWO EXITS REQUIRED

A sliding glass door may be used for one of the two required exits.



Exit doors on Large Family Day Care buildings must open from the inside without the use of a key or any special knowledge or effort.

**ALL LOCKS AND LOCKING DEVICES ON  
REQUIRED EXIT DOORS MUST RELEASE  
WHEN THE KNOB IS TURNED.**



To make sure you have the correct doorknob and lock on your door, lock and latch everything on the door. If the door opens when the doorknob is turned, your lock is the right type. If it won't open, the lock must be changed.